



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION  
COUNCIL ON REAL ESTATE APPRAISERS

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WEBSITE: DPR.DELAWARE.GOV

## APPLICATION FOR LICENSED OR CERTIFIED APPRAISER BY RECIPROCITY

### INSTRUCTION SHEET

#### When to Apply

File the *Application for Licensed or Certified Appraiser by Reciprocity* when you are seeking Delaware licensure/ certification in an appraiser classification for which you *currently* hold a license/certification in another state. If you do not *currently* hold licensure/certification in the appraiser classification in any other state, you must apply by examination.

#### How to Apply

- Submit completed, signed and notarized [application form](#)
- Enclose non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
- Arrange for the Council office to receive a letter of good standing *directly* from each state where you currently hold, or have ever held, appraiser certification/licensure.
- Submit the [Federal Registry fee](#) by check or money order payable to the "State of Delaware"
  - If your license is approved between November 1st of odd years and October 31st of even years, the fee is \$50.00.
  - If your license is approved between November 1<sup>st</sup> of even years and October 31<sup>st</sup> of odd years, the fee is \$25.00.
  - The Federal Registry fee is in addition to the processing fee. If you do not enclose it with the application when you file it, you must pay it before the license is issued.



13. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense (including any for which you have received a pardon) in any jurisdiction? Yes  No  **If yes, submit a certified copy of your criminal history record.**
14. Are any criminal charges pending against you in any jurisdiction? Yes  No  **If yes, submit a certified copy of your criminal history record.**
15. Have you ever been the recipient of any administrative penalties regarding your practice as an appraiser, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, or have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere? Yes  No  **If yes, submit a copy of the agency's order and a written explanation.**
16. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you are currently, or were previously, licensed, certified, or registered? Yes  No  **If yes, submit a written explanation.**
17. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an appraiser in a manner consistent with the safety of the public? Yes  No  **If yes, submit a written explanation.**

**To assure consideration of your license application at the next Council meeting, the Council office must receive all of these items no later than 4:30 PM ten full working days before the meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Council office will attempt to notify you before disposing of an abandoned application.**

**Please note: When your application is complete, please allow 4-6 weeks to receive your license.**

**AFFIDAVIT**

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested. I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of \_\_\_\_\_  
 County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

SEAL

\_\_\_\_\_  
 Signature of Notary Public

My Commission Expires: \_\_\_\_\_

**APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED PROCESSING FEE WILL BE REJECTED.**